



Highland DDA District Signage Grant Program 2024

The Highland Downtown Development Authority (HDDA) efforts are directed at the revitalization of the HDDA District. Once the community center, Downtown Highland can again provide a unique identity for the township. Combining economic development activities with historic preservation strategies, the HDDA seeks to restore the charm and improve the economic condition of the district.

Program Description

The purpose of the Signage Improvement Program is to assist property owners and tenants who wish to replace/ improve or add a sign to a commercial building anywhere within the Highland DDA district.

The **Signage Grant** for creative and unique signs that are compatible with the building and the character of the district. This grant requires matching funds from the property owner or tenant at a 1:1 ratio. If interested in applying for this grant, please contact the HDDA office at 248-887-720 or email highlanddda@gmail.com for additional information and assistance.

Eligible Projects

Eligible buildings must have a commercial use on the first floor. Replacement of non-conforming, obsolete or inappropriate signs; are all eligible for funds.

Restoration Guidelines

- **Design:** Where practical, all building signs shall be restored to their original period design. If it is deemed not practical by the Highland Downtown Development Authority (HDDA) Design Committee, then a complementary design shall be used. All signs shall likewise harmonize with the overall character of the building and otherwise meet the requirements in the **Highland Station Sign Ordinance**.

Link for sign ordinance below:

- https://library.municode.com/mi/highland_charter_township/codes/code_of_ordinances?nodeId=CD_ORD_CH25ZOOR_ART9DISPRE_S9.05HISTDI
- **Scale:** All renovation and/or reconstruction should maintain street level facades that are “pedestrian-friendly,” with abundant first floor windows, high-quality materials, interesting details, and inviting entrances to scale with pedestrians.
- **Context:** Design for individual buildings should take into account the surrounding structures, seeking to preserve elements that link buildings within a block, such as height, patterns and materials.
- **Color:** All color schemes shall accent the building as well as harmonize with adjacent buildings.
- **Exclusions:** No grants will be made to government-owned properties or to tenants in government-owned properties .

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Grant Procedures

- **Applicants:** Any building owner or store proprietor/tenant with written approval from the owner can apply for funding. The project site must be located in the Highland DDA district. Tenants must have a minimum of two years remaining on their lease or an option to renew. Application and appropriate plans must be submitted to the HDDA office at 205 W. Livingston Rd., Highland MI 48357
- **Application:** Submit application, checklist and required materials to the HDDA office. HDDA staff will review with the design committee. If the design committee supports the application, they will make a recommendation to the HDDA Board for final approval.
- **Awards:** Funds shall be allocated on a first-come first-served basis by the HDDA Board and will be considered based on their compatibility with the vision and goals of the HDDA. In 2024, up to \$3,000 will be awarded by the HDDA Board for signage improvements.
- **Matching funds:** All Grant funds awarded require a matching dollar for dollar expenditure by the owner/tenant. Funds may be awarded up to \$1,500.00 for signage.
- **Verification:** Work done by the applicant requires an estimate from a qualified source to verify that costs are within reasonable parameters.
- **Disbursement of funds:** Work selected for a matching grant must be completed within 6 months of approval of the application, unless extended by the HDDA. Any work completed prior to the application will not be considered for the Signage Grant. The applicant is responsible for obtaining all permits for the work to be done. Grant funds are disbursed on a reimbursement basis and will be issued when the proposed project has expended their matching dollar amount, and the applicant notifies the HDDA with an affidavit from the contractor certifying the work, as submitted, is complete.
- **Changes:** If Grantee decides to change the project after approval they must contact the HDDA office. Any unapproved changes will void the Grant.
- **Promotion of Projects:** The HDDA may promote an approved project including, but not limited to, displaying an HDDA sign at the site, during and after construction, and using photographs and descriptions of the project in HDDA materials.

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Application

Applicant Name: _____

Business Name: _____

Property Address: _____

Applicant's Phone Number: _____

Property Owner Name: _____ Phone: _____

Signage: Removal New Altered Repaired
(Circle all that apply)

Total Cost of Project: \$ _____

Amount Requested: \$ _____

Signage Grant not to exceed \$1,500.0

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Highland Downtown Development Authority. No work will begin until I have received written approval from the HDDA. I further understand that the project must be completed within six (6) months and that grant monies will not be paid until the project is complete. I agree to leave the completed Signage improvement project for two (2) years from the date of completion.

Signature of Property Owner

Signature of Business Owner

Date:

Date:

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Supporting Data Checklist for Applicants – to be submitted as part of application

SIGNS:

- ☐ Provide “before” photo that shows existing conditions,
- ☐ Provide a color rendering of the new design chosen along with samples of the color and materials of the sign.
- ☐ Include specifications as to the size and width of the sign, including lighting.
- ☐ Note how and where the sign will be hung on the building.
- ☐ Submit a written estimate from a sign company.
- ☐ Submit written verification that design and size comply with Township codes along with copies of any applicable permits.

ALL PROJECTS PROPOSED BY TENANTS

- ☐ To be eligible for a direct grant, tenants need to provide a notarized Authorization for Work from the property owner.
- ☐ Submit signed Hold Harmless Agreement (see attached).

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RELEASE AND HOLD HARMLESS AGREEMENT

Release executed on the _____ day of _____, 2024, by (Property Owner)
_____ and (Tenant if Applicable)
_____, of (Street Address)

_____, Township of Highland, County of Oakland, State of Michigan, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with Township regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the HDDA for loss or damage, and claims or damages therefore, on account of any work that has been performed in accordance with Township or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Michigan and that if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor's obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this _____ day of _____, 2024.

Property Owner

Signature Witness

Tennant Signature (if Applicable)

Signature Witness